

**BY ORDER OF THE COMMANDER  
374TH AIRLIFT WING**

**374TH AIRLIFT WING INSTRUCTION  
32-7001**



**2 MAY 2012**

**Civil Engineering**

**SOLID WASTE MANAGEMENT**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 32-70, *Environmental Quality*. It states responsibilities and procedures for the management of various types of solid waste, consistent with environmental engineering principles and in accordance with (IAW) Public Law 97-214, *Disposal of Recyclable Materials*; Executive Order (EO) 12873, *Federal Acquisition, Recycling, and Waste Prevention*; AFI 32-7042, *Waste Management*; HQ USAF/CE Letter, 13 October 1993, *Air Force Recycling Policy*; Japan Environmental Governing Standards, Chapter 7, *Solid Waste*. It applies to all activities and personnel on 374th Airlift Wing (374 AW) installations. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and dispose of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through their appropriate functional chain of command.

**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Updates functional names and office symbols throughout publication.

**1. Background.** The majority of the solid waste generated at Yokota Air Base (AB) is incinerated. This method of disposal is not common on Air Force installations, and requires special handling of all solid waste. The procedures in this instruction are based on the unique conditions at Yokota AB.

**2. Concept.** Recycling solid waste is mandatory at Yokota AB. Effective base recycling and reuse program requires the combined efforts of the 374th Civil Engineer Squadron (374 CES), the 374th Force Support Squadron (374 FSS), the Army and Air Force Exchange Service (AAFES), the Defense Commissary Agency (DeCA), and all Yokota AB residents.

**3. Responsibilities Assigned.**

3.1. Yokota Environmental and Safety Council (YESC) chaired by the 374 AW Commander (374 AW/CC) will:

3.1.1. Formally charter the Pollution Prevention (P2) and Hazardous Material Management Process (HMMP) Cross Functional Team (CFT).

3.1.2. The P2 and HMMP CFT will:

3.1.2.1. Consist of representatives from 374 CES Environmental Element (374 CES/CEAN), 374 CES Capital Asset Management (374 CES/CEAC), 374 CES Material Acquisition (374 CES/CEOSM), 374 AMDS Bioenvironmental Engineer Flight (374 AMDS/SGPB), 374 MDSS, 374 LRS Hazardous Material Pharmacy (374 LRS/LGRMSH), 374 FSS, 374 CONS, 374 LRS Vehicle Maintenance Flight (374 LRS/LGRV), 374 MXS, 374 CS, 730 AMS, 374 AW Office of the Staff Judge Advocate (374 AW/JA), AAFES, and DeCA.

3.1.2.2. Identify the base recycling goal requirements and continue to evaluate programs to achieve the goal.

3.1.2.3. Serve as a public forum for disbursing information concerning policies, procedures, and keeping the YESC informed of the status of the Qualified Recycling Program (QRP).

3.1.3. 374 CES/CEAN will:

3.1.3.1. Lead and provide a representative for the P2 and HMMP CFT.

3.1.3.2. Encourage base-wide compliance with this instruction and all other applicable instructions.

3.1.3.3. Provide technical and environmental guidance on entire Solid Waste and QRP Program.

3.1.3.4. Maintain records of the amount of solid waste generated, incinerated, disposed, and recycled for quarterly metrics.

3.1.3.5. Develop public information or outreach strategy to increase community awareness.

3.1.3.6. Provide technical assistance to set up and maintain QRP equipment and operations.

3.1.4. 374 CES/CEAC will:

3.1.4.1. Provide a representative for the P2 and HMMP CFT.

3.1.4.2. Distribute QRP instruction or guidance to all Family Housing (FH) or dorm occupants.

- 3.1.4.3. Include QRP requirements in 374 AWPAM 32-8, *Family Housing (FH) Pamphlet Yokota Air Base (AB), Japan*.
- 3.1.4.4. Discuss solid waste management at quarterly senior occupant/Tower Major meetings.
- 3.1.4.5. Budget and fund recycling supplies for FH or dorm occupants.
- 3.1.5. 374 FSS will:
  - 3.1.5.1. Provide a representative for the P2 and HMMP CFT.
  - 3.1.5.2. Offer a centralized collection point for limited quantities of household automobile oils at the Auto Hobby Shop.
- 3.1.6. AAFES will:
  - 3.1.6.1. Provide a representative for the P2 and HMMP CFT.
  - 3.1.6.2. Take used propane tanks sold by the AAFES Gas Station without any charge.
- 3.1.7. DeCA will: Provide a representative for the P2 and HMMP CFT.
- 3.1.8. All organizations and associate units residing or attached to Yokota AB will:
  - 3.1.8.1. Assume responsibility for implementing this plan.
  - 3.1.8.2. Appoint a facility manager.
  - 3.1.8.3. Forward information to the 374 CES/CEAN to include office symbols, duty phone numbers, and building numbers.
  - 3.1.8.4. Update the facility manager information semiannually (1 October and 1 April).
  - 3.1.8.5. Provide the facility manager with current instructions and any changes relative to QRP.
  - 3.1.8.6. Provide review comments to 374 CES/CEAN annually.
- 3.1.9. The Facility Manager will:
  - 3.1.9.1. Ensure all personnel receive information on the implementation of this instruction and adequate resources to comply with the directions set forth.
  - 3.1.9.2. Establish organizational operating instructions as appropriate.
  - 3.1.9.3. Provide an adequate and clearly identified collection point within each building. Ensure everyone with recycling containers deposits their materials at these stations.
  - 3.1.9.4. Provide recycling containers as needed.
  - 3.1.9.5. Ensure a neat and orderly QRP station. Good housekeeping is essential.
  - 3.1.9.6. Conduct periodic walk-through inspections to ensure compliance with this instruction.

**4. Refuse Collection.** Solid waste is source-segregated into five categories: Recyclables, paper products, non-recyclables, household hazardous waste and bulk waste. The source-segregation is shown in Attachment 2 of this instruction.

**5. Off-Base Trash.** No off-base generated refuse shall be brought on base by anyone, including military, US civilians, Japanese Local Nationals and Contractors. Off-base residents must follow local municipalities' rules to dispose of trash.

PAUL E. FEATHER, Colonel, USAF  
Commander, 374th Airlift Wing

## Attachment 1

## GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

*Reference*

AFPD 32-70, *Environmental Quality*, 20 July 1994

AFI 32-7042, *Waste Management*, 15 April 2009

AFMAN 33-363, *Management of Records*, 1 March 2008

EO 12873, *Federal Acquisition, Recycling, and Waste Prevention*, 20 October 1993

HQ USAF/CE Letter, *Air Force Recycling Policy*, 13 October 1993

Public Law 97-214, *Disposal of Recyclable Materials*, 12 July 1982

374 AWPAM 32-8, *Family Housing (FH) Pamphlet Yokota Air Base (AB), Japan*, 21 December 2010

*Adopted Form*

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

*Terms*

**Collection Station**—A designated place on an installation where refuse may be conveniently and efficiently assembled and stored in a container for collection. Recyclable materials are separated from non-recyclables at this point.

**Contract Waste**—Waste generated by contracts. Contractors are required to haul waste off base and dispose of it IAW Japanese regulations.

**Debris**—Burnable and non-burnable waste, such as ashes, waste materials generated by construction, maintenance or repair work, and leaves and tree trimmings.

**Garbage**—Animal and vegetable waste generated by handling, preparation, cooking, and serving of foods.

**Hazardous Waste**—Any waste that requires greater handling care during disposal than other waste. Examples are toxic, poisonous, corrosive, irritating, radioactive, biologically infectious, explosive, or flammable waste that presents a significant hazard to human health and the environment. Excluded from this definition are domestic sewage sludge, household wastes and medical wastes. Refer to Yokota AB Hazardous Waste Management Plan for further guidance.

**Household Hazardous Materials or Waste**—Products used around the home that contain hazardous substances. Such products may include paints, stains and varnishes, car and household batteries, cleaners, aerosols, adhesives, motor oil, and pesticides. The used or leftover contents of such products may create a potential risk to people and the environment.

**Pollution Prevention (P2) and Hazardous Material Management Process (HMMP) Cross Functional Team (CFT)**—The team discusses QRP, Hazardous Waste Management, Opportunity Assessment, Energy Conservation, and Hazardous Material Management Process.

**QRP**—A recycling program that distributes proceeds pursuant to 10 U.S.C. 2577 and requires concerted efforts to:

Divert or recover scrap or waste from waste streams.

Identify, segregate, and maintain the integrity of the recyclable materials to maintain or enhance the marketability of the materials. If the program is administered by a DoD Component, a QRP includes adherence to a control process providing accountability for all materials processed through program operations.

**Recyclable Materials**—Materials that have been or would be discarded, and that may be reused after undergoing some type of physical or chemical processing. Recyclable materials do not include ships, planes, or any discarded material that must undergo demilitarization or demolition prior to sale. Refer to Attachment 2 of this instruction for detailed categories of recyclable materials.

**Recycling**—The process by which recovered materials are transformed into usable products.

**Refuse**—Garbage, debris, discarded solid materials, and other waste, including those generated by commercial, housing, and community activities. However, refuse does not include explosives, incendiaries, classified material, radioactive material, and liquid waste.

**Solid Waste**—Garbage, refuse, sludge, and other discarded materials, including solid, semi-solid, liquid, and contained gaseous materials resulting from industrial and commercial operations or community and residential activities. Solid Waste also contains household hazardous items. It does not include solids or dissolved material in domestic sewage or other significant pollutants in water resources, such as silt, dissolved or suspended solids in industrial wastewater effluent, dissolved materials in irrigation return flows or other common water pollutants.

**Solid Waste Management**—The purposeful and systematic control of storage, collection, transportation, processing, and disposal of solid waste.

**Source Separation**—The separation of solid waste at generation point by the generator.

## Attachment 2

## YOKOTA RECYCLING PROGRAM

**A2.1. Solid Waste Categories.** Solid wastes are separated into five categories: recyclables, paper products, household hazardous waste, bulky waste, and non-recyclables. The more recyclables that are separated at the source, the more economical it is to recycle. All items should be put in a bag or box. Each bag or box can contain a mixture of items from one category. For example, "Recyclables" such as glass, cans, and metals can be put in one bag or box. For more information, call the 374 CES/CEAN at 225-5271.

Table A2.1. Solid Waste Categories (As of March 2008)

Categories	Items	Description
<b>Recyclables</b>	Glass	Glass Bottles and Jars (See Note 1)
	Plastics	PETE/PET Plastic Bottles (See Notes 1 and 2)
	Metals	Cans (See Note 1) Any Item with Metal (Electrical Cords excluding Coaxial Cords, Household Appliances, etc.) (See Note 3)
<b>Bulky Waste</b>		Wooden Pallets, Tires, Furniture
<b>Paper Products</b>	Paper	White Office Paper (Computer/Bond Paper) (See Note 4)
	Newspapers (See Note 5)	
	Magazines and Books	
	Cardboard, Milk Cartons (See Note 6)	Milk Cartons, Corrugated Cardboard, Cardboard
	Office Paper	White Bond Paper and Computer Paper
	Shredded Paper	
	Others	Color Paper, Color Printed Paper, Notebooks, Calendars, Wrapping Paper, etc.
<b>Household Hazardous Waste</b>	Aerosol Cans, Propane Bottles	This category is Yokota military family housing residents only.

<b>Non-Recyclables</b>		Any Item with Food on it, Carbon Paper, Paper Towels/Tissue Paper (new or used), Gum and Candy Wrappers, Paper that is dirty, Cloth Rags, Drinking Glasses, China, Plastic Toys, Pens, Pencils, Paper Clips, Tacks, Sandwich Bags, Straws, Wax covered Cups and Plates, Aerosol Cans, Light Bulbs, TV Coaxial Cords, Toner Cartridges, Yard Waste, Tree Trimmings, Leaves, etc.
<b>Notes:</b> <ol style="list-style-type: none"><li>1. Before putting recyclables in the bags, rinse out any food or liquid.</li><li>2. Identify by code (Type 1) marked on the bottom of the bottle or by physical appearance (dimple at the bottom of the bottle). Take off caps.</li><li>3. For large items, place beside dumpster or curb-side.</li><li>4. Carbon paper, color paper, and color printed paper are not allowed.</li><li>5. Tie newspaper with string or put it in a box.</li><li>6. Must be flattened.</li></ol>		

**A2.2. More Recycling Information.** Toner cartridges are recycled by the manufacturer free of charge. Use new cartridge container to pack old cartridge. Seal the container using strapping tape per United States post office guidelines. If the cartridge was used for "Official Governmental Business," take it to your orderly room or Post Office (call the 374 CS Base Information Transfer Center [BITC] [374 CS/SCXM] at pick up desk or 225-8707).